

DEPARTMENT OF HISTORIC RESOURCES
POSITION VACANCY – #W0136 (w/o benefits)
WORKING TITLE: Fiscal Office Specialist
SALARY – up to \$15.00 per hr depending on experience
LOCATION: Petersburg, VA

RESPONSIBILITIES: Performs tasks in a wide variety of areas, including budget, accounts payable, and procurement. Responsibilities will include providing assistance monitoring agency budget, coding and keying invoices, processing agency travel vouchers, reviewing CARS reports, and assorted procurement tasks. Position will also provide administrative and clerical support for the agency's administrative team. Some copying and filing will be required.

QUALIFICATIONS: College degree or degree candidate in Administration, Finance, or related field desired, but experience may be substituted for education. Prior state government experience and/or experience with central agency or comparable automated systems (CARS, PMIS, eVA, etc.) a plus. Demonstrated ability to interpret and apply basic policies and procedures and manage sensitive documents. Ability to work independently, set priorities, organizes work and manage multiple tasks/activities to meet established deadlines. Attention to detail and accuracy is a must. Good problem-solving and decision-making skills. Excellent written and oral communication skills required. Demonstrated ability to research issues and compile findings in written reports and computerized spreadsheets. Experience operating general office equipment, computer equipment, and software (Outlook, Word, Excel, etc.) required. Experience working in a networked environment and utilizing the Internet for research desired.

SUBMISSION OF APPLICATION REQUIREMENTS: Please submit a Commonwealth of Virginia Application For Employment form to: Department of Historic Resources, Attention: Phyllis Blair, 10 Courthouse Avenue, Petersburg, Virginia 23803 or fax (804) 862-6196 or e-mail to phyllis.blair@dhr.virginia.gov, this position is Open until Filled. If you are an individual with a disability and would like to request an accommodation, please send a written request to the aforementioned address or call (804) 862-6193 or (804) 367-2386, TDD, for assistance.

EOE M/F/M AND INDIVIDUALS WITH A DISABILITY ARE ENCOURAGED TO APPLY